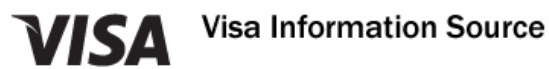


A Step by Step Guide to creating a

Car Rental Transaction File



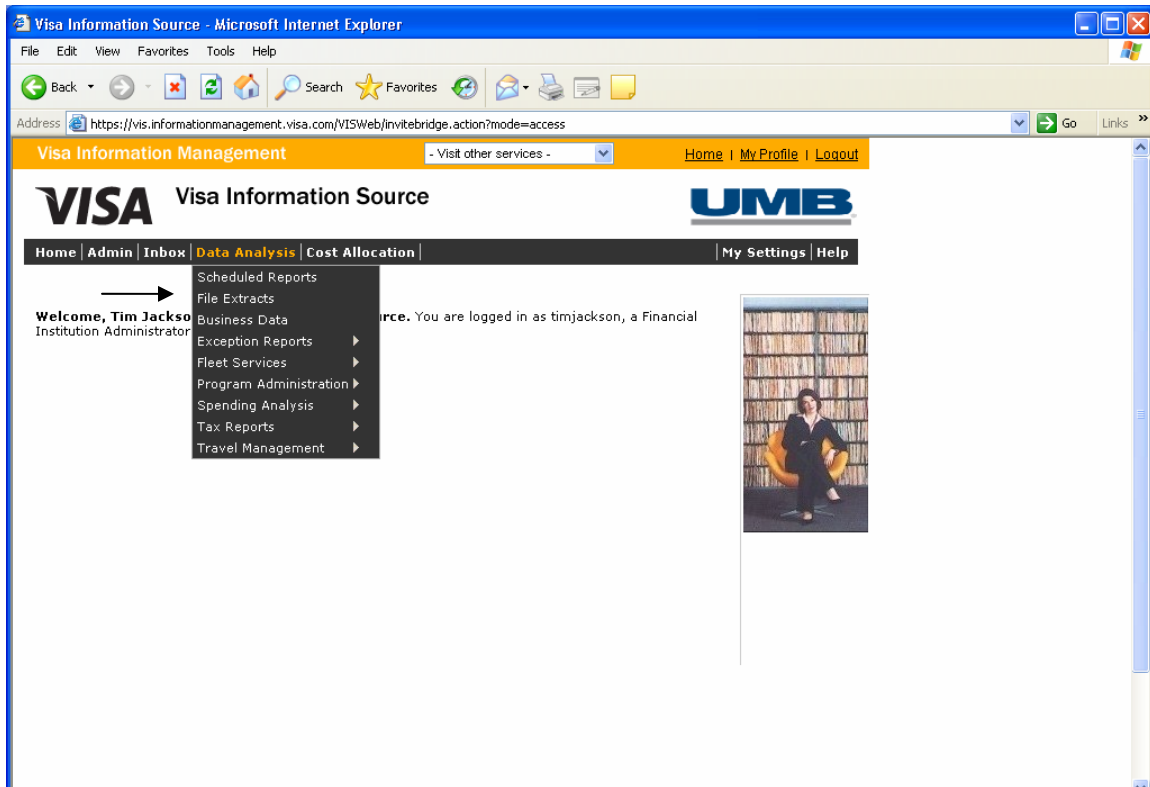
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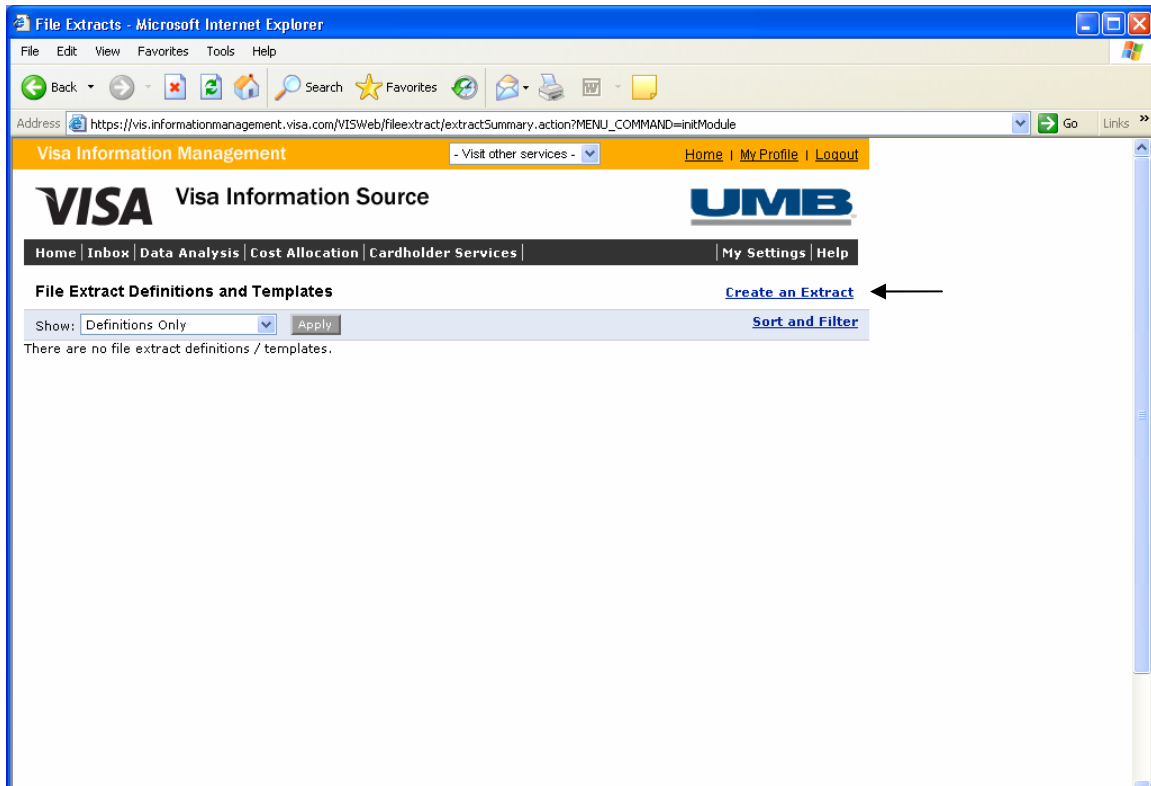


Count on more.

1. Select Data Analysis – File Extracts from the menu.



2. Select **Create an Extract**.



Count on more.

3. Select the **Extract Type. (Ad Hoc)**

4. Name the Report.

5. Select the **Format. (Excel)**

6. Select **Add Extract Fields**

Microsoft Internet Explorer window: Edit File Extract - Microsoft Internet Explorer

Address: https://visa.informationmanagement.visa.com/VISWeb/fileextract/extractDispatch.action?command=edit&TEMPLATE_ID=537d4200007f4a00004706706a5c040e5a532e3e

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Edit a File Extract > Car Rental Report

Data Restrictions

Organization: CORPORATION (Node: 1, Effective Date: 05/21/2004)

Card Account: All Card Accounts

Specify the Extract

Extract Type*: Ad Hoc

Extract Name*: Car Rental Report

Extract Description:

Format*: Excel ☐ Compress

Extract Options

Transactions to include*: All Transactions

Column Heading Format*: Database Field Name

Custom file header/trailer

Use custom header/trailer: No

Custom File Header:

Custom File Trailer:

Extract Fields Add Extract Fields

7. Select report fields and move them to the Selected Columns box. Click Submit.

File Extract Select Fields - Microsoft Internet Explorer

Address: <https://vis.informationmanagement.visa.com/VISWeb/fileextract/selectFields.action>

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Select File Extract Fields >

Columns in the Extract

Select a Category*: All Fields

Select fields from those available in the list:

- Card Account - Supplier Tax Exempt
- Card Account ACS Display String
- Card Acct Billing Account Number
- Card Acct Card Type
- Card Acct Optional Field 1
- Card Acct Optional Field 2
- Card Acct Optional Field 3
- Card Acct Optional Field 4
- Card Expiration Date
- Card Trans Supplier ID
- Card Type
- Cardholder Address Line 1
- Cardholder Address Line 2
- Cardholder Address Line 3
- Cardholder First Name
- Cardholder ID
- Cardholder Last Name
- Cardholder Name
- Cardholder Optional Field 1
- Cardholder Optional Field 2

Selected Columns:

- Account Number
- Cardholder Name
- Transaction Date
- Supplier Name
- Billing Amount
- Customer Code/CR1
- Renter Name

*=required

Submit Reset Cancel

Up Down Help

8. Select **Add Filters**. (You will need to filter for only Enterprise transactions).

Define File Extract - Microsoft Internet Explorer

Address: <https://vis.informationmanagement.visa.com/VISWeb/fileextract/selectFields.action>

Transactions to include*:

Column Heading Format*:

Custom file header/trailer

Use custom header/trailer:

Custom File Header:

Custom File Trailer:

Options	Field	Format
<input checked="" type="checkbox"/>	Account Number	
<input checked="" type="checkbox"/>	Cardholder Name	
<input checked="" type="checkbox"/>	Transaction Date	
<input checked="" type="checkbox"/>	Supplier Name	
<input checked="" type="checkbox"/>	Billing Amount	
<input checked="" type="checkbox"/>	Customer Code/CRI	
<input checked="" type="checkbox"/>	Renter Name	

Extract Filters (Optional) ←

To specify filters, click the Add Filters button above.

*=Required

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9. Select the MCC field and move to the Selected Columns box. Click Submit.

The screenshot shows a web application titled "File Extract Select Fields - Microsoft Internet Explorer". The address bar displays the URL: <https://vis.informationmanagement.visa.com/VISWeb/fileextract/extractCreate.action>. The page header includes the Visa Information Management logo and navigation links: Home, My Profile, Logout. Below the header, there is a navigation bar with links: Home, Inbox, Data Analysis, Cost Allocation, Cardholder Services, My Settings, Help. The main content area is titled "Select File Extract Filters >". Under the "Columns in the Extract" section, there is a dropdown menu for "Select a Category*" set to "Most-Used Fields". Below this, there is a list of available fields on the left and a "Selected Columns" box on the right. The "MCC" field is selected and moved to the "Selected Columns" box. The "Submit" button is visible at the bottom.

File Extract Select Fields - Microsoft Internet Explorer

Address: <https://vis.informationmanagement.visa.com/VISWeb/fileextract/extractCreate.action>

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Select File Extract Filters >

Columns in the Extract

Select a Category*: Most-Used Fields

Select fields from those available in the list:

- Account Number
- Billing Amount
- Billing Currency Code
- Billing Currency Description
- Billing Currency Symbol
- Cardholder ID
- Company Name
- Customer Code
- Customer Code/CRI
- First Name
- Issuer Name
- Last Name
- MCC
- Posting Date
- Sales Tax Amount
- Source Amount
- Source Currency Code
- Source Currency Description
- Source Currency Symbol
- Supplier City

Selected Columns:

- MCC

Up Down Help

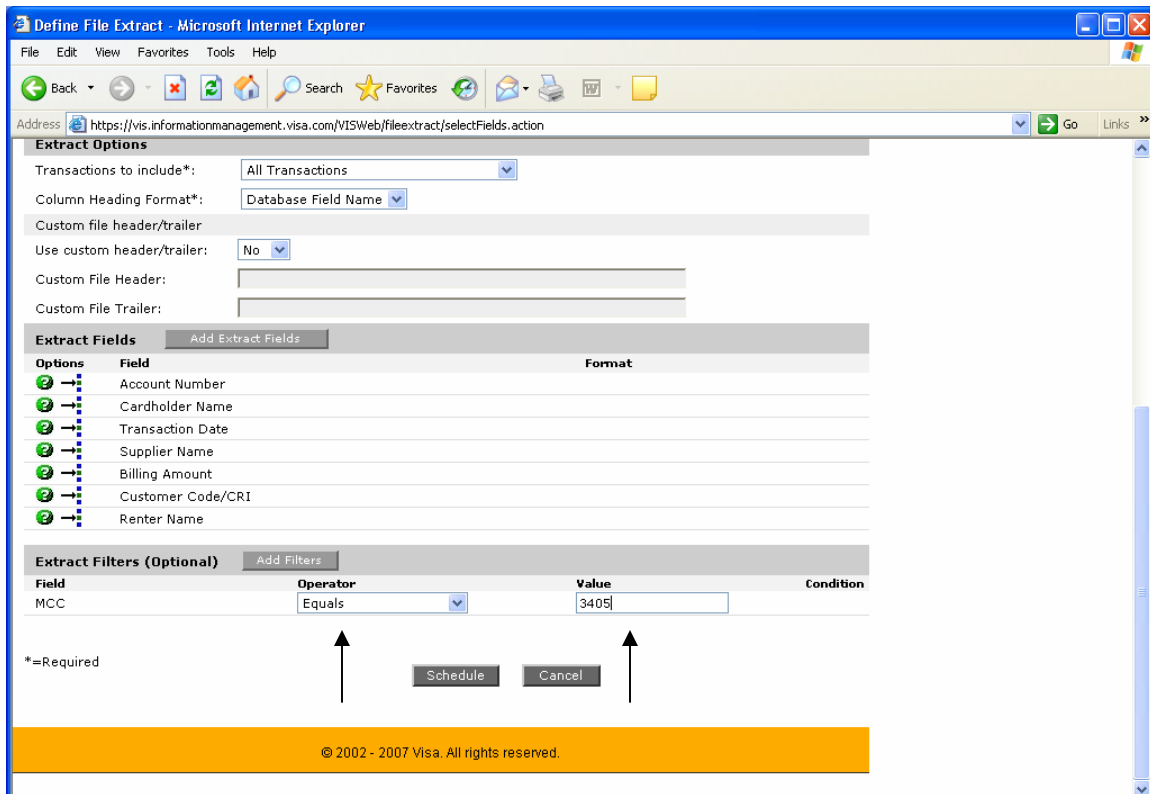
*=required

Submit Reset Cancel



Count on more.

10. Change the Operator to **Equals** and the Value to **3405**. Click Schedule.



Define File Extract - Microsoft Internet Explorer

Address: <https://vis.informationmanagement.visa.com/VISWeb/fileextract/selectFields.action>

Extract Options

Transactions to include*: All Transactions

Column Heading Format*: Database Field Name

Custom file header/trailer

Use custom header/trailer: No

Custom File Header:

Custom File Trailer:

Extract Fields Add Extract Fields

Options	Field	Format
	Account Number	
	Cardholder Name	
	Transaction Date	
	Supplier Name	
	Billing Amount	
	Customer Code/CRI	
	Renter Name	

Extract Filters (Optional) Add Filters

Field	Operator	Value	Condition
MCC	Equals	3405	

*=Required

Schedule Cancel

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11. Select **Execution Frequency** (Can be one time or a re-occurring)
12. Select **Run on Date** (Defaults to current day)
13. Select **Execution Time** to Run Now or at a future time.
14. Choose **Select Extract Dates By (Select Billing Period to reconcile statements)**
15. **Select the First Billing Period** should be set to Last Completed Period to retrieve the most recently completed billing cycle.
16. Click Save.

The screenshot shows a web browser window titled "File Extract Schedule - Microsoft Internet Explorer". The address bar displays "https://vis.informationmanagement.visa.com/VISWeb/fileextract/extractCreate.action". The page header includes "Visa Information Management" and "Visa Information Source" with the Visa logo. A navigation bar contains links: Home | Inbox | Data Analysis | Cost Allocation | Cardholder Services | My Settings | Help. The main content area is titled "Schedule a File Extract > Car Rental Report".

Extract Schedule

Execution Frequency *:

Run on Date *:

Execution Time*: ☒ Run Now ☐ Select Time hh:mm

Select Extract Dates


Select Extract Dates By*:

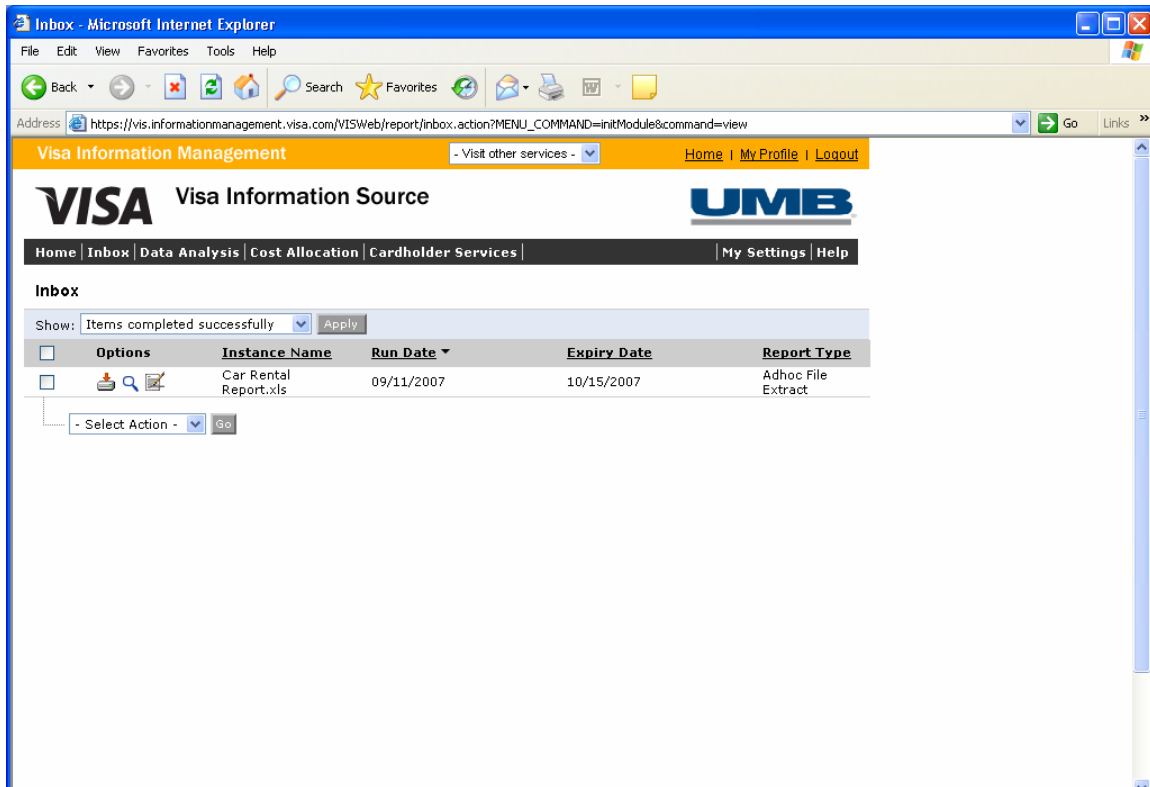
Select the First Billing Period*:

Number of Billing Periods to Include*:

*=Required

17. Select **Inbox** to retrieve the report.

18. Click the  icon to download the file.



Count on more.